

PPM 581

PROGRAM MAINTENANCE

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581.01 PURPOSE OF MAINTENANCE

Vocational Rehabilitation Program maintenance is a supporting service, the purpose of which is to pay for or reimburse the additional costs of food, clothing, short-term shelter, and related subsistence which:

(1) arise directly from (are caused by) the participation of an applicant or eligible individual in one or more primary (non-supporting) Vocational Rehabilitation Program services or benefits concurrently provided and represent additional expenses that the individual would not otherwise have apart from program participation; and

(2) are necessary supports required to secure and maintain the ability of the individual to participate in the primary service(s) or program benefit(s).

[REQUIRED PRACTICE. In accordance with this section, Vocational Rehabilitation Program maintenance is not provided for the general support of an individual but, specifically, to support the Vocational Rehabilitation Program services in which the individual is participating. Program maintenance is available only to meet the added basic subsistence expenses directly incurred as a result of participation in vocational rehabilitation services. Program maintenance is not intended to be income enhancing, or to provide general support to meet chronic poverty or other financial needs which preexist or develop inconsequentially to program participation. Individuals with emergency relief or ongoing general assistance needs must be referred to the appropriate public assistance agencies and programs.]

581.02 QUALIFYING INDIVIDUALS

As appropriate to the vocational rehabilitation needs of each individual and in accordance with the policies described in this chapter, Vocational Rehabilitation Program maintenance can be provided for:

- (1) applicants, to the extent that the individual's participation in an assessment of eligibility and priority for services (including trial work experiences or an extended evaluation) results in necessary food, shelter, clothing, or related subsistence costs in excess of his or her normal subsistence expenses; and
- (2) eligible individuals (including eligible individuals receiving services under a post-employment services program), to the extent that the individual's participation in an assessment of vocational rehabilitation needs or the receipt of vocational rehabilitation services or benefits under an Individualized Plan for Employment (IPE) results in necessary food, shelter, clothing, or related subsistence costs in excess of his or her normal subsistence expenses.

NATURE AND SCOPE OF PROGRAM MAINTENANCE

581.03 GENERAL NATURE AND SCOPE OF MAINTENANCE

- (1) Consistent with the provisions of this chapter, Vocational Rehabilitation Program maintenance is available for the allowable costs of service-related meals, clothing, and short-term shelter;
- (2) As appropriate and necessary, Vocational Rehabilitation Program maintenance typically includes, but is not necessarily limited to:

(A) food and temporary shelter required for an individual to participate in assessment activities or short-term training at a site that is not within commuting distance of the individual's home; and

(B) the cost of uniforms or other suitable clothing that is required in conjunction with his or her job seeking and job placement services.

[REQUIRED PRACTICE. Personal and home care products and services (such as bath soap, shampoo, cosmetics, barber or beautician services, and housecleaning products) are not food, clothing, or shelter, and cannot be provided as program maintenance. Goods and services elsewhere classified as other than maintenance (such as overnight lodging in connection with travel and medical care products and services, including medications, medical supplies, and physician, dental, and optometry services) cannot be provided as program maintenance.]

CONDITIONS AND LIMITATIONS OF SERVICE PROVISION

581.04 GENERAL REQUIREMENTS

Vocational Rehabilitation Program maintenance can be provided only:

- (1) for the costs of food, clothing, short-term shelter, and related basic subsistence consistent with program policy;
- (2) (where an individual is an applicant participating in trial work experiences or an extended evaluation or an eligible individual receiving services under an Individualized Plan for Employment) in accordance with the conditions and limitations specified by the applicable plan, as described in PPM chapter 600; and
- (3) with the full and prior knowledge, approval, and authorization of the Vocational Rehabilitation Counselor, as described in PPM 600.

581.05 SUPPORTING SERVICE LIMITATIONS

(1) RELATIONSHIP TO OTHER, PRIMARY SERVICES

Because of its limited role as a supporting service only, maintenance cannot be provided at any time as a stand-alone, single service or to support another supporting service. Vocational Rehabilitation Program maintenance can be provided only when subordinately linked as a

necessary support to one or more specifically identified primary (non-supporting) services also being provided.

[REQUIRED PRACTICE. With respect to paragraph (1) of this section, the employment outcome of an individual is not a vocational rehabilitation service, but is the goal for which services are provided; consequently, maintenance cannot be linked to an individual's job and provided as an employment support. Vocational Rehabilitation Program maintenance is justifiable as a supporting service in connection with job-related services only when it is provided as a necessary support for specific vocational rehabilitation job search, job placement, job retention, or on-the-job advancement services while those services are being provided.]

(2) DURATIONAL LIMITATIONS

The duration of all Vocational Rehabilitation Program maintenance is limited to the duration of the primary service it supports and the continued need for maintenance as a necessary support for the primary service. Maintenance must be discontinued whenever the primary service being supported is interrupted, suspended, completed, or otherwise terminated, or when maintenance ceases to be a necessary support specific to the primary service to which it is linked.

(3) PLAN LIMITATIONS

No plan of services, including any trial work experiences or extended evaluation plan or any Individualized Plan for Employment (IPE), can be approved and implemented that identifies maintenance or maintenance and other supporting services as the only service or services to be provided.

(4) RECORD OF SERVICES CLOSURE

Once the requirements for closing an individual's record of services have been appropriately met and the primary services provided for under the individual's IPE have been completed, the record of services cannot be kept open or services continued solely for the purpose of continuing maintenance.

(5) POST-EMPLOYMENT SERVICES LIMITATIONS

(A) Post-employment services cannot be furnished solely to provide maintenance or maintenance and other supporting services. If

maintenance is provided in conjunction with other post-employment services, the need for the maintenance provided and its supportive role relative to substantial post-employment primary services also provided must be clearly identified.

(B) Vocational Rehabilitation Program maintenance is subject to the same requirements and limitations when provided as a post-employment service as otherwise apply at any other time.

581.06 AMOUNTS PAID OR REIMBURSED FOR MAINTENANCE

(1) GENERAL LIMITATION

Amounts paid or reimbursed for Vocational Rehabilitation Program maintenance cannot exceed the actual or estimated portion of the individual's cost for food, clothing, shelter, and related subsistence which is incurred as a direct result of a vocational rehabilitation service, or incurred as a consequence of the individual's participation in it, and exceeds the individual's ordinary, usual and customary expenses for food, clothing, shelter, and related subsistence.

(2) LEAST COST

All Vocational Rehabilitation Program maintenance provided for each applicant or eligible individual is limited to the services required to meet the vocational rehabilitation needs of the individual at the least cost for the program, in accordance with the requirements of PPM chapter 600.

(3) VOCATIONAL RELEVANCE AND NECESSITY

All vocational rehabilitation maintenance provided with program funds must be vocationally relevant and necessary (required) for the individual to achieve the employment outcome specified in his or her Individualized Plan for Employment (IPE), as described in PPM chapter 600.

(4) COMPARABLE SERVICES AND BENEFITS

Comparable services and benefits must be identified and utilized to the maximum extent possible to meet all program maintenance needs, in

accordance with Vocational Rehabilitation Program comparable services and benefits requirements described in PPM chapter 600.

(5) UNMET NEED REQUIREMENT FOR POSTSECONDARY TRAINING STUDENTS

In accordance with the student financial aid requirements described in PPM chapter 602, maintenance cannot be paid for or reimbursed as an ancillary cost of postsecondary training for any individual who has no unmet need, as calculated by the training institution attended, or for any student residing at home and commuting to classes.

[REQUIRED PRACTICE. The cost of attendance calculated by the training institution attended includes an allowance for training-related sheltered and food (room and board), as well as for personal expenses (including clothing); hence, all applicable categories for maintenance (food, clothing, and short-term shelter) relevant and necessary to post-secondary training participation are reflected in the cost of attendance. As such, Vocational Rehabilitation Program maintenance cannot be provided when available resources (including the expected family contribution and student financial aid grants and other resources) are sufficient to meet the total costs of attendance and there is no unmet need for any of the training-related expenses definable as Vocational Rehabilitation Program maintenance expenses.]

(6) PRICE QUOTES

If the cost of goods purchased for maintenance is sufficient to require price quotes consistent with program price quote policies described in PPM chapter 600, two or more price quotes must be obtained and utilized for the program maintenance provided, unless the maintenance in question can only be obtained from a single source (as when meals and temporary lodging are included as part of a registration fee or must be obtained from the provider of the primary service).

(7) PROGRAM FEE SCHEDULES AND SERVICE COST GUIDELINES

Approved fee schedules and service cost guidelines of the Vocational Rehabilitation Program apply to the provision of maintenance, as described in PPM chapter 600.

(8) PURCHASE OF SERVICE AND OTHER SERVICE PROVISION AGREEMENTS

The amount paid for the maintenance authorized and provided must be in accordance with any applicable purchase of service or other service provision agreement, consistent with PPM chapter 600.

(9) FINANCIAL PARTICIPATION

Eligible individuals may be required to meet all or a part of the costs of Vocational Rehabilitation Program maintenance, in accordance with program financial participation requirements described in PPM chapter 610, except that, to the extent that postsecondary training related food, clothing, and shelter expenses are paid for by the student or family by the application of the expected family contribution determined by the student financial need analysis, any financial participation required by this paragraph will be deemed to have been met in full, and no further financial participation will be required of the individual or the individual's family with respect to training related maintenance.

PROHIBITED USES**581.07 PROHIBITED USES OF PROGRAM MAINTENANCE ASSISTANCE****(1) FOOD AND CLOTHING COSTS**

Food, clothing, and related costs paid or reimbursed as Vocational Rehabilitation Program maintenance cannot include ordinary, usual and customary food or clothing expenses (such as the costs of food and groceries consumed in the home as regular meals or clothing needed for ordinary daily wear) that do not arise as a direct consequence of other vocational rehabilitation services and which would be incurred irrespective of program participation, disability, or employment status.

(2) SHELTER AND SHELTER-RELATED COSTS

Vocational Rehabilitation Program maintenance is not available, and cannot be provided:

(A) for the purchase of land or the purchase or construction of a building (including a home or any other permanent structure) for any individual;

(B) for any of the ordinary, ongoing costs of home ownership or the securing of a residence, including, but not limited to,

(1) residential mortgage payments,

(2) property taxes or penalties,

(3) homeowners insurance (including insurance coverage for completed home modifications),

(4) uninsured property damage due to fire, flood, weather-related event, accident, vandalism, theft, or other loss,

(5) ongoing utility or other services (such as electric, gas, water, sewer, telephone, pest control, lawn care, trash or snow removal, or similar services),

(6) general or emergency home maintenance or repair (such as plumbing, electrical, heating and air conditioning, or telephone maintenance and repair services), or

(7) home improvements (such as landscaping, interior or exterior painting, siding, replacement windows, porch enclosures, driveway or sidewalk paving, or similar improvements); or

(C) rental or lease payments for residential uses or renters insurance.

(3) OTHER PROHIBITED USES

Vocational Rehabilitation Program maintenance is not available, and cannot be provided:

(A) in lieu of or to supplement general assistance or emergency relief benefits, to alleviate poverty, or to enhance an individual's standard of

living by meeting general needs which have no direct cause in Vocational Rehabilitation Program services;

(B) for general living or other expenses unspecified as to purpose or as a regular living allowance or stipend; or

(C) to compensate any Vocational Rehabilitation Program participant, family member, or other individual for work earnings, vacation or other leave, or other income or benefits lost or foregone as a consequence of program participation.

581.08 TRAVEL FOOD AND SHELTER EXPENSES

Meal and lodging expenses approved and authorized for travel must be authorized and paid as transportation costs, and cannot be authorized as maintenance food and shelter.

RECORD OF SERVICES DOCUMENTATION REQUIREMENTS

581.09 RECORD OF SERVICES CONTENT REQUIREMENTS

When Vocational Rehabilitation Program maintenance is provided, the Individualized Plan for Employment (IPE) or other components of the record of services for the individual must:

- (1) identify the specific primary service or services to which the maintenance has been subordinately linked as a necessary support;
- (2) demonstrate that the decision to provide maintenance is in accordance with all applicable provisions of this chapter; and
- (3) include all authorizations and vouchers, together with all supporting documentation required to process payment, including an itemized written claim, signed and dated by the individual, that includes, as applicable, supporting billings, paid receipts, or other substantiating documentation for each expense for which payment or reimbursement is requested.

[REQUIRED PRACTICE. The program maintenance expenses of an individual can be paid for or reimbursed only on the basis of specific costs incurred, and must be evidenced by supporting billings, paid receipts, or other substantiating documentation

for payments or reimbursements requested. The Vocational Rehabilitation Counselor cannot authorize program maintenance payments for unspecified expenses not explicitly documented. All fiscal documentation pertaining to the maintenance assistance provided, including all price quotes and authorizations and claim-vouchers, together with all claims and supporting billings or paid receipts required to process payment, must be in evidence in the individual's record of services.]

581.10 INFORMATION TECHNOLOGY SYSTEM COMPLIANCE

All required information, data, and documents must be incorporated and maintained in the record of services for the individual in a manner consistent with Indiana Rehabilitation Information System (IRIS) requirements.

[AUTHORITY: Federal regulations 34 CFR §§76.533, 80.3, 361.4(a), 361.5(b)(35), 361.45(a)(2), 361.46(a)(2), 361.47(a)(6), 361.48(g), 361.50, 361.53, and 361.54.]

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